

Green River Regional Educational Cooperative announces. . .

## **School Activity Fund**

### ***“Red Book”***

**September 29, 2010**

<b>Red Book Training</b> presented by Laney White, Holland CPAs, PSC
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This one-half day training will provide consistent direction to every bookkeeper/secretary and principal in your school district. Most bookkeepers/secretaries are familiar with the guidelines in *Accounting Procedures for Kentucky School Activity Funds* (commonly known as the Red Book); however, procedures are not always followed and some are new in positions or have not received formal training of this nature. Since the principal has the overall responsibility of the school's Activity Fund, this training will provide the required training needed to assist in the management of those funds and activities.

### **Key points the training will address:**

- ✓ **Review of *Accounting Procedures for Kentucky School Activity Funds***
- ✓ **Internal Control and Responsibilities**
- ✓ **General Ledger and Activity Funds**
- ✓ **Receipts**
- ✓ **Expenditures/Purchasing**
- ✓ **Inventory Control**
- ✓ **Budgets**
- ✓ **Booster Clubs, Fund Raising, Financial Reports**

Please Note: This training will be based on the latest revision of the *Accounting Procedures* booklet, the version on which KY schools are currently being audited.

# Red Book Training

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**TARGETED AUDIENCE:** Principals, assistant principals, school secretaries/bookkeepers, other school finance staff, district-level administrators

**DESCRIPTION:** Registration: 8:00 – 8:30 a.m.  
Red Book Training: 8:30 – 12:00

**DATE:** September 29, 2010 **TIME:** 8:30 – 12:00 CDT **COST:** \$50.00 per participant

**PRESENTER:** Laney White, Holland CPAs, PSC

**LOCATION:** WKU – SOUTH CAMPUS 2355 Nashville Road, Bowling Green, KY

## GRREC Registration

For Online Registration go to: [www.grrec.ky.gov](http://www.grrec.ky.gov) and register for Wksp. # 026-010

**Registration Deadline:** Sept 22, 2010

### Please Print

Name (First & Last): \_\_\_\_\_ Work Phone (with area code): \_\_\_\_\_

Work Email Address: \_\_\_\_\_

Organization Type (Please Circle One): Kentucky School/School District Other

School District/Organization: \_\_\_\_\_ Position (teacher, principal, etc.): \_\_\_\_\_

School: \_\_\_\_\_ Grade Level(s): \_\_\_\_\_

PO#: \_\_\_\_\_  
(Required for Registration)

**NOTE:** School districts (or schools) will be billed following the activity based upon registrations. Cancellations must be made within five (5) working days of the activity to avoid being billed. Substitutions will be allowed.

**Please Return Registration Form by** Sept 22, 2010

GREEN RIVER REGIONAL EDUCATIONAL COOPERATIVE

Phone: (270) 563-2113 or **FAX: (270) 563-2208**  
230 Technology Way, Bowling Green, KY 42101

If you have Redbook questions, please list below and Mr. White will answer at the training:

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